


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, NC 28310-5000

FRMOI 37-104-98
16 October 2000

Financial Administration

IN-PROCESSING OF 2LT GOLDBAR RECRUITERS

FOR THE COMMANDER:



KERRY R. PARKER
COL, AD
Chief of Staff

PROPONENT: The proponent of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSSION: This is a new publication.

APPENDIX A: Goldbar Recruiter In-Processing Checklist (page 4)

- B: Preparation of DA Form 3685 (page 5)
- C: Preparation of SF Form 1199 (page 6)
- D: Preparation of DA Form 2142 (page 7)
- E: Preparation of DD Form 2560 (page 8)
- F: Preparation of FB Form 1028-1 (page 9)
- G: Preparation of SGLV-8286 (page 10)
- H: Preparation of W4 (page 11)
- I: Preparation of DD Form 2058-1 (page 12)
- J: Preparation of DD Form 5960 (page 13)
- K: Preparation of DD Form 2366 (page 15)
- L: Preparation of DA Form 4187 (page 16)
- M: Computation Checklist (page 17)
- N: State Income Tax Exemptions (page 18)
- O: States Authorized CONUS COLA (page 19)

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the INTERNET at:
www.rotc1.bragg.army.mil

FRMOI 37-104-98
16 October 2000

1. Purpose. This inprocessing guide provides guidance on the preparation of the 2LT Goldbar Recruiter Inprocessing Packet. Immediate financial inprocessing of new lieutenants is essential for paying them in a timely manner.

2. References.

- a. AR 37-104-3
- b. First Region Handbook
- c. 126th Finance Battalion Guide

3. General.

a. ROTC units will use this inprocessing guide to aid in the preparation of the Goldbar Recruiter Inprocessing Packet.

b. ROTC units will complete and send the Inprocessing Packet to Headquarters, First Region (ROTC), ATTN: ATOA-PAM, within 3 days after the 2LT is commissioned.

c. Information within the packet MUST be completely filled out and legible. Incomplete and illegible packets will delay the assessment of the packet into the finance system causing a delay in pay.

4. Submission. Battalions must include all items listed on the GOLDBAR RECRUITERS IN-PROCESSING CHECKLIST, (FR Form 8), that are applicable to the GBR, in the packet submission.

5. Battalions should follow up the mailing of the packet with an e-mail to **atoa-pam@rotc1.bragg.army.mil** to confirm receipt of the packet.

6. Copies. Units must submit an original and one copy to Headquarters, First Region (ROTC), ATTN: ATOA-PAM-FI, Fort Bragg, NC 28310-5000. Battalions should retain one copy.

7. Payment.

a. Providing the unit submits completed documents, finance normally needs 7 working days to assess the 2LT. If the 2LT is requesting an advance pay, payment is normally deposited in the soldier's pay account within 72 hours after receipt of the packet by finance.

b. If an advance payment is not deposited to the soldier's EFT account within 4 working days from receipt, contact First Region (ROTC) Military Pay Section to initiate tracer action. The telephone number is (910) 396-7012/6779. The e-mail address is **atoa-pam@rotc1.bragg.army.mil**.

c. 2LTs commissioned after the 20th of the month will not receive an end of month pay during that month.

8. Review. Battalion Admin Techs/NCOs will review the Goldbar Inprocessing Packet prior to submission to ensure that the packet complies with this MOI.

FRMOI 37-104-98
Appendix A
16 October 2000

GOLDBAR RECRUITERS IN-PROCESSING CHECKLIST

NAME: _____ SSN: _____

SCHOOL: _____ PHONE: _____

- | |
|---|
| MUST HAVE BOTH #4 & #5
AND A COPY OF SF 1199
FOR ADVANCE PAY REQ. |
|---|
- _____ 1. FIVE COPIES OF ORDERS
 - _____ 2. DA Form 3685 (PAY ELECTIONS)
 - _____ 3. SF 1199A (DIRECT DEPOSIT)
 - _____ 4. DA Form 2142 (PAY INQUIRY) (If advance pay requested)
 - _____ 5. DD Form 2560 (ADVANCE PAY CERT/AUTH) (If applicable)
 - _____ 6. FB Form 1028-1 (INITIAL UNIFORM ALLOWANCE)
 - _____ 7. SGLV Form 8286 (SERVICEMEN'S GROUP LIFE INS ELECTION)
 - _____ 8. W-4 Form (EMPLOYEE'S WITHHOLDING ALLOWANCE)
 - _____ 9. DD Form 2058-1 (STATE INCOME TAX EXEMPT TEST) (If applicable)
 - _____ 10. DA Form 5960 (BAQ AND VHA)
 - A. MARRIAGE CERTIFICATE (If applicable)
 - B. BIRTH CERTIFICATES OF DEPENDENTS (If applicable)
 - C. RENTAL CONTRACT OR DA Form 4187 IF PAYING RENT TO RELATIVES
 - _____ 11. DD Form 2366 (MGIB) (Only if eligible)
 - _____ 12. COMPUTATION SERVICE PACKET (If prior service)
 - _____ 13. DA Form 4187 (REQ CONUS COLA) (If applicable)

REMARKS: _____

Forward Original and 1 Copy to First Region (ROTC), ATTN: ATOA-PAM-FI

Preparation of DA Form 3685
JUMPS - JSS PAY ELECTION

The Finance system uses DA Form 3685 to provide the service member a means of electing the manner in which they desire to receive pay and allowances.

1. BLOCK #1 "x" whether you wish to be paid once a month or twice a month.
2. BLOCK #2 "x" block "a". Check to address is no longer authorized.
3. BLOCK #3 Leave blank.
4. BLOCK #4 "x" block "a" and complete items (1) through (5). Input the bank's address in blocks 4a (1-5). You must forward a copy of the SF 1199A so it will be in the finance system.
5. BLOCK #5 Leave blank. Check to Address is no longer authorized.
6. BLOCK #6 Leave blank.
7. BLOCK #7 Enter name, SSN, signature and date. In block "e" enter your school address.

FRMOI 37-104-98
Appendix C
16 October 2000

Preparation of SF Form 1199
DIRECT DEPOSIT SIGN-UP FORM

SF Form 1199 should accompany the DA Form 3685 to sign up for Direct Deposit.

1. BLOCK A Enter soldier's last name, first name and middle initial, address, and telephone number.
2. BLOCK B Enter soldier's name exactly as it was entered in block "A".
3. BLOCK C Enter soldier's social security number.
4. BLOCK D "x" either the checking or savings block.
5. BLOCK E Enter account number where check is to be deposited.
6. BLOCK F "x" the Mil Active block.
7. BLOCK G Leave blank.
8. PAYEE CERTIFICATION Soldier signs their name and dates the form.
9. JOINT ACCT CERTIFICATION Leave blank.
10. SECTION 2 Leave blank.
11. SECTION 3 Have financial institution complete this section and return to soldier for submission in packet.

Preparation of DA Form 2142
PAY INQUIRY

For Goldbar Packets, the Finance system uses DA Form 2142 along with the DD Form 2560 to request an advance pay. **ALL GOLDBARS ARE AUTHORIZED A MAXIMUM FLAT RATE OF \$1000.** This is the only option for an advance. An amount less or more is not allowable.

- | | |
|-----------------------|--|
| 1. SECTION I | Enter your name, SSN, grade, unit, and telephone number. |
| Nature of Pay Inquiry | Enter the following statement
"Soldier requests one month advance pay." |
| 2. SECTION II | Leave blocks 1,2,& 3 blank. PMS signs block under #3. |
| 3. SECTION III | Leave blank. |

NOTE: Repayment of the advance will be prorated over 10 months. The LES will show an "advance pay debt" in the entitlement and deduction column at the same time. There will also be an entry in the deduction column showing a debt payment of \$100. This is computer generated to show the soldier received a debt and now owes a debt. Finance does not take the advance back in a single pay period.

FRMOI 37-104-98
Appendix E
16 October 2000

Preparation of DD Form 2560
ADVANCE PAY CERTIFICATION

The Finance system uses DD Form 2560 along with the DA FORM 2142 to request an advance pay.

PART I

- | | |
|----------------|--|
| 1. BLOCK 1 | Enter soldier's last name, first name, and middle initial. |
| 2. BLOCK 2 | Enter soldier's SSN. |
| 3. BLOCK 3 | Enter soldier's grade. |
| 4. BLOCK 4 a&b | "x" block "a" only. |
| 5. BLOCK 5 a&b | "x" block "a" only. |
| 6. BLOCK 6 | "x" block "a" only. |

PART II

- | | |
|----------------|--------------|
| 7. BLOCKS 7-10 | Leave blank. |
|----------------|--------------|

PART III

- | | |
|-----------------|--------------|
| 8. BLOCKS 11-12 | Leave blank. |
|-----------------|--------------|

PART IV

- | | |
|------------------|--|
| 9. BLOCK 13 & 14 | 2LT requesting advance signs their name and enters date. |
|------------------|--|

PART V

- | | |
|-----------------------|---|
| 10. BLOCK 15 a&b | "x" block "a". |
| 11. BLOCK 16 a&b | "x" block "a". |
| 12. BLOCK 17 a, b, &c | "x" block "a" |
| 13. BLOCKS 18-22 | Enter PMS signature block, signature, and date. |

Preparation of FB Form 1028-1
PAYMENT-INITIAL UNIFORM ALLOWANCE ACTIVE DUTY IN EXCESS
OF 90 DAYS

Fort Bragg uses FB Form 1028-1 to request the initial and annual uniform allowance. This form was revised to combine both the old FB Form 1028 and the new FB Form 1028-1.

1. PARA 1-5 Read statements of understanding.
2. PARA 6 Enter status prior to commissioning (i.e., cadet).
3. PARA 7 Enter date commissioned, order #, and date of orders.
4. PARA 8 Enter the date physical exam was completed.
5. 2LT signs name and enters SSN.
6. Admin NCO or Personnel Technician signs their name.

FRMOI 37-104-98
Appendix G
16 October 2000

Preparation of SGLV 8286
SERVICE MEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

The soldier uses this form to name the beneficiary of their insurance.

- | | |
|-------------------------|--|
| 1. TOP PORTION | Soldier enters name, rank, SSN, branch of svc, and duty location. |
| 2. AMT OF INSURANCE | Soldier elects amount of insurance coverage desired. |
| 3. BENEFICIARY | Enter beneficiaries name, SSN, relationship, percent of share, and payment option. |
| 4. SIGNATURE OF SOLDIER | 2LT signs and dates. |
| 5. WITNESS | The Admin Tech/NCO signs bottom as a witness. |

FRMOI 37-104-98
Appendix H
16 October 2000

Preparation of W4
WITHHOLDING ALLOWANCES

The Finance system uses this form to withhold Federal Income Tax.

Complete blocks A-H (Personal Allowances Worksheet) before completing bottom of form.

1. BLOCK 1 Enter first name, middle initial, and last name, and address.
2. BLOCK 2 Enter soldier's SSN.
3. BLOCK 3 Enter marital status.
4. BLOCK 4 Check the block if applicable.
5. BLOCK 5 Enter total number of allowances.
6. BLOCK 6 If soldier wants additional money taken out, enter the additional amount to the right.
7. BLOCK 7 Complete if applicable. Soldier signs and dates the form.
8. BLOCK 8 Leave blank.

FRMOI 37-104-98
Appendix I
16 October 2000

Preparation of DD Form 2058-1
STATE INCOME TAX EXEMPTION TEST CERTIFICATE

The soldier uses this form to terminate withholding of State Income taxes applicable to their pay for the tax year specified. For a listing of States that are tax-exempt, see Appendix N.

The form is self-explanatory and should be filled out completely.

Preparation of DA Form 5960
AUTHORIZATION TO START, STOP, OR CHANGE BAQ, AND/OR VHA

Soldiers use this form to start, adjust or terminate their entitlement to basic allowance for housing.

With the exception of blocks 12 a & b, all other blocks must be completely filled out.

1. BLOCK 1 Enter soldier's last name, first name and middle initial.
2. BLOCK 2 Enter soldier's SSN.
3. BLOCK 3 Enter soldier's grade/rank.
4. BLOCK 4 Enter an "x" in the start block.
5. BLOCK 5 Enter the soldier's complete duty location (school location) to include zip code.
6. BLOCK 6 Enter date of commission.
7. BLOCK 7 Enter an "x" on the left side of the appropriate block.
8. BLOCK 8 Enter an "x" in the appropriate block to the left of a-e. Enter spouse's SSN regardless if they are military or not. Enter date of marriage, divorce or separation. Enter an "x" in the appropriate block for who has custody of child.
(a-e)
(1-4)
9. BLOCK 9 If residing in government quarters enter an "x" in either a, b, or c. If residing off post, enter an "x" in block d. Leave 1-4 blank.
(a-d)
(1-4)
10. BLOCK 10 List full name, complete address, relation, and date of birth of all dependent children. For spouse date of birth, leave blank.

FRMOI 37-104-98
Appendix J
16 October 2000

- | | |
|--------------|---|
| 11. BLOCK 11 | Read and initial blocks as appropriate. (Most people will initial both blocks). |
| 12. BLOCK 12 | Leave blank. |
| 13. BLOCK 13 | Soldier signs full name. |
| 14. BLOCK 14 | Enter date form is completed. |
| 15. BLOCK 15 | Leave blank. |
| 16. BLOCK 16 | Leave blank. |

Preparation of DD Form 2366
MONTGOMERY GI BILL ACT OF 1984

The Finance system uses this form to establish eligibility to participate in the Montgomery GI Bill Act of 1984.

NOTE: Only submit this form if the soldier elects to participate in the GI Bill.

1. PART 1. Enter soldier's last name, first name, middle initial and SSN.
2. PART 2. If soldier was scholarship cadet, complete block "a". If soldier has prior service, complete block b. For soldiers that are otherwise eligible, complete block "c".
3. PART 3. Leave blank.
4. PART 4. If soldier is eligible but does not wish to participate in GI Bill, complete blocks "a-c".
5. PART 5. Witnessing official completes blocks "a-d".

FRMOI 37-104-98
Appendix L
16 October 2000

Preparation of DA Form 4187
REQUEST FOR PERSONNEL ACTION

The Finance system uses this form in the GBR packet to request CONUS COLA if authorized where the soldier is assigned. For a list of states authorized CONUS COLA see Appendix O.

1. BLOCK 1 Leave blank.
2. BLOCK 2 Enter the following address:
 Commander
 First Region (ROTC)
 US Army Cadet Command
 ATTN: ATOA-PAM-FI
 Fort Bragg, NC 28310-5000.
3. BLOCK 3 Enter your unit's address.
4. BLOCK 4 Enter soldier's last name, first
 name, and middle initial.
5. BLOCK 5 Enter soldier's rank.
6. BLOCK 6 Enter soldier's SSN.
7. BLOCK 7 Leave blank.
8. BLOCK 8 Enter an "x" in the other block,
 type in "CONUS COLA".
9. BLOCK 9 Soldier can sign - but it's not
 mandatory.
10. BLOCK 10 Enter date.
11. REMARKS BLOCK Enter the following:
 Request CONUS COLA.
 Enter school address.
 Enter effective date of
 commissioning.
12. BLOCK 11 Enter an "x" in the "has been
 verified block" & "is approved
 block".
13. BLOCK 12 Enter Battalion Commander's
 signature block, signature and
 date.

GUIDELINES FOR PREPARING COMPUTATION PACKETS
FOR CREDIT FOR SENIOR ROTC CADETS

PREPARE DOCUMENTS ONLY IF 2LT HAD PRIOR SERVICE TIME.

1. All active and inactive time will be documented by the personnel service battalion on the DA Form 1506. This will include time in the USAR and NG.

2. Weekend drills and any advance camp training will not be documented as active time.

3. Any active training or school attendance will be documented on the DA Form 1506 and credit will be given to adjust the PEBD and the BASD.

4. Remember, the new law changed the SMP time to creditable service for pay only. Any time spent as a cadet is not creditable.

5. The following source documents must be provided prior to completing a DA Form 1506:

- DA Form 71 (Commissioning Orders)
- DD Form 214 (Certificate of Release or Discharge From Active Duty) (If applicable)
- DD Form 4/1 (Enlistment/Reenlistment Document)
- NGB Form 22 (Report of Discharge and Record of Service) (ARNG)
- NGB Form 591-1 (SMP agreement) (ARNG)
- NGB Form 594-1 (SMP agreement Annex) (ARNG)
- DA Form 597 OR DA Form 597-3 Official Orders which document the period of ROTC/SMP service period (Cadet Contracts)
- Orders promoting the officer from cadet to E-5 (If applicable)
- Orders to active duty
- DA Form 4824-R (SMP addendum)

Upon receipt of these documents, First Region (ROTC) will forward the packet along with a cover letter to the personnel service battalion at Fort Bragg. After they complete the computation, the PSB will forward the packet to the 126th Finance for input into the system. Be advised that this process can take from 30 days to 90 days.

POC at First Region (ROTC) is Military Pay Section (910) 396-7012. The 18th Airborne Corps Personnel Service Battalion POC is (910) 396-2980.

FRMOI 37-104-98
Appendix N
16 October 2000

States which Exempt Military Pay from State Income Tax

ALASKA
FLORIDA
GUAM
ILLINOIS
MICHIGAN
MONTANA
NEVADA
NEW HAMPSHIRE
NEW JERSEY
NEW YORK
OREGON
PUERTO RICO
SOUTH DAKOTA
TENNESSEE
TEXAS
WASHINGTON
WYOMING

States Authorized CONUS COLA

CALIFORNIA

CONNECTICUT

ILLINOIS

MASSACHUSETTS

MICHIGAN

NEW JERSEY

NEW YORK

PENNSYLVANIA

WASHINGTON